



MINUTES

Public Records Board
Operations and Training Advisory Committee
October 10, 2017
10:00 a.m.-12:00 p.m.
Department of Administration
101 E. Wilson Street, Madison – Pecatonica Room

Committee Members Present: Sandra Broady-Rudd, Andrew Baraniak, Dawn Bluma, Sarah Guenther, and Joshua Ranger.

- 1) **Call to Order:** 10:00 a.m.
- 2) **Approval of July 18, 2017 Minutes:** Dawn Bluma moved, seconded by Andrew Baraniak, that the July 18, 2017 minutes be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
Sandra Broady-Rudd	X		
Andrew Baraniak	X		
Dawn Bluma	X		
Sarah Guenther	X		
Joshua Ranger	X		

- 3) **Comments from Chair Sandra Broady-Rudd:** The Committee Chair, Sandra Broady-Rudd, discussed the opportunity to make recommendations to the board on proposed revisions to the current General Records Schedule (GRS) policy and related documents. She also noted the Committee would be reviewing a draft Email Records Management Guidance document which will ultimately go before the Board for approval. She announced that this will be her last OTAC meeting as chair as she will not be a Board member beginning in 2018.
- 4) **PRB Policy Discussion:** Kathryn Egeland overviewed the current GRS policy and the related documents which were provided to the committee for review on behalf of the Policy Committee. She noted revisions have been made to the GRS Policy, PRB-002, and GRS Introduction to make all the language consistent. The Committee Chair led a discussion regarding how minimum retention is referenced in the GRS policy and related documents.

Dawn Bluma moved, seconded by Sarah Guenther, to recommend to the Board to remove the word minimum from the GRS policy, related forms and ancillary documents. The motion was approved.

Member	Aye	No	Abstain
Sandra Broady-Rudd	X		
Andrew Baraniak	X		
Dawn Bluma	X		
Sarah Guenther	X		
Joshua Ranger		X	

5) Email Records Management Guidance: Joshua Ranger and Dawn Bluma drafted a guidance document for email records management for the committee's review and input. The Committee Chair thanked Josh and Dawn for their hard work. During the review and discussion of the draft committee members suggested revisions regarding the flow of the document, minor updates for consistent terminology use and the overall recommendations being provided. Any further edits should be provided to Josh and Dawn by October 27, 2017, so they can be incorporated in to a revised draft. The Committee would like to schedule a teleconference in early November to discuss the updated draft. They would like to forward the guidance document to the Board for discussion at its November 20, 2017, meeting.

6) Adjourn: The Committee adjourned at 11:41 a.m.

Next meeting to be determined.